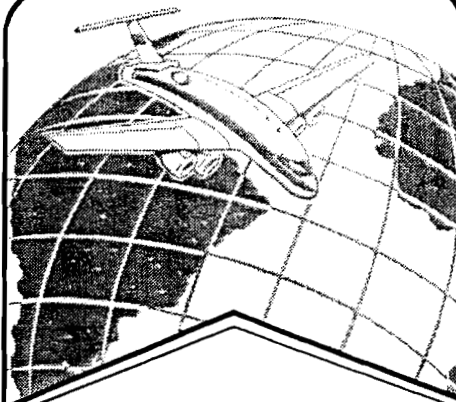
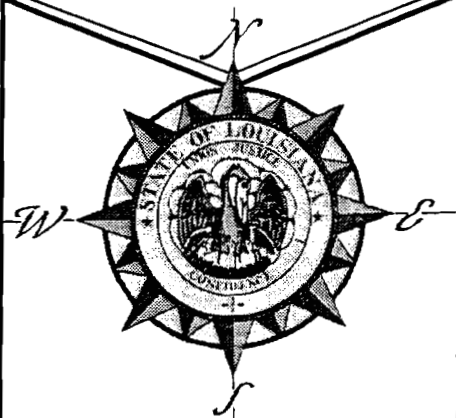


LOUISIANA

Travel



2006-07



Guide

CONTRACTED TRAVEL AGENCIES

TQ3 NAVIGANT INTERNATIONAL
d/b/a/ LA TRAVEL SERVICES
7809 JEFFERSON HWY., SUITE C1
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FAX: (225) 930-6666
EMAIL: Information@LATravel.com

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1340 POYDRAS STREET, SUITE 200
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FAX: (504) 523-1302
EMAIL: Information@LATravel.com

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SHREVEPORT, LA 71130
Toll Free: (866) 675-4500
Direct (318) 675-4389
FAX: (318) 675-8451
EMAIL: SHVTravelOffice@LATravel.com

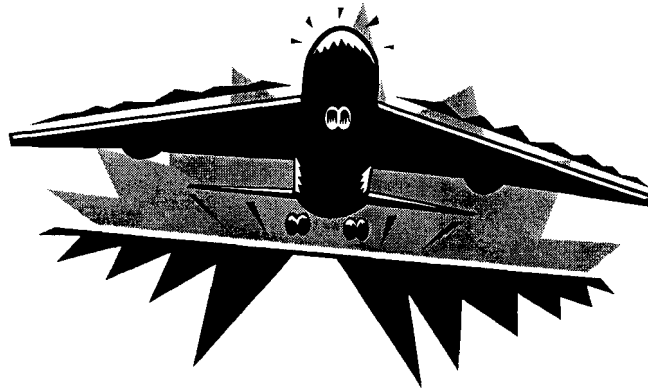
GULF SOUTH TRAVEL
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11821 COURSEY BLVD.
BATON ROUGE, LA 70816
Toll Free: (888) 400-2545
Direct (225) 293-9586
FAX: (225) 296-8080
Lisa@GulfSouthTravel.com

ATLAS 24 HOUR EMERGENCY SERVICE 1-800-215-7653
After 5 p.m. and on weekends (for emergency travel needs only)

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GOAL: Improve client travel services, minimize travel cost through contract management, provide training and seminars, and ensure compliance with the travel policy.

TRAVEL OFFICE FAVORITE SLOGAN: *HOW CAN WE HELP YOU!!!*

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State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENTS, AND
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: JERRY LUKE LEBLANC
COMMISSIONER

DATE: JULY 1, 2006

RE: TRAVEL POLICIES AND PROCEDURES

I am pleased to present the new travel regulations for fiscal year 2006-2007. Below is a summary of the key changes that have been made in the new travel policy.

Key Revisions to PPM49

***Mileage Allowance** - 40 cents per mile

***Lodging Overage Allowances** – (Receipt required) Department Head has the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **seventy-five percent** over PPM49 current listed rates for the Baton Rouge, New Orleans and New Orleans' surrounding parishes, Lake Charles and Lake Charles surrounding parishes. For all other areas, a Department Head will have the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **twenty-five percent** over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

***Lodging: The following cities have been added to Tier III:**

Ft. Lauderdale, FL Kansas City, MO and Las Vegas, NV

***Meal Allowances:**

***Single Day Travel Meal Allowance:** The maximum allowance for meal reimbursement for single day travel will be \$24.00.

- a. **Breakfast & Lunch:** (\$17.00) The 12 hours travel duration must begin at or before 6a.m.
- b. **Lunch:** (\$10.00) Requires 12 hours duration in travel status.
- c. **Lunch & Dinner:** (\$24.00) The 12 hour travel duration must end at or after 8 p.m.



*** Meal Allowances:**

Tier I

Breakfast	\$7
Lunch	\$10
Dinner	<u>\$14</u>
	\$31

Tier II

Breakfast	\$8
Lunch	\$12
Dinner	<u>\$17</u>
	\$37

Tier III

Breakfast	\$10
Lunch	\$14
Dinner	<u>\$21</u>
	\$45

Tier IV

Breakfast	\$11
Lunch	\$15
Dinner	<u>\$25</u>
	\$51

***Agency Hosted Conferences:**

Lunch In-State excluding New Orleans	\$15
Lunch – New Orleans	\$20

***Conference Refreshment Allowance:**

Catering -Served on properties that require catered services: not to exceed **\$4.50** plus mandated gratuity per person, per morning and/or afternoon sessions

***Travel Agency Transaction Fee: \$23.00**

Historically, state travelers were encouraged to use state contract airfares as they were totally refundable and prices were firm as long as there was a seat on the plane. However, the cost of state contract airfares has increased significantly over the past couple of years, and in many cases may not offer the best value for the State's travel dollars. The State travel policy, PPM49 does require that all employees shall use the contracted travel agency to make airfare arrangements, but it does not mandate the purchase of contracted airfare tickets. Our employees may also purchase the lower cost, penalty tickets when there is a savings from our contracted travel agency. Each traveler should compare the cost of ticket options and if the contract airfares are higher, determine if there is likelihood that their trip could be changed or cancelled. If a trip is changed or cancelled then the state agency may approve any of the added charges. State travelers must learn to purchase the "best value" ticket to meet their needs.

As managers of each agency's travel program, Department Heads are encouraged to ensure their employees are familiar with the travel regulations. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations.

I am again asking for each department and employees complete support in complying with the state travel policy (PPM49).

Policy and Procedure Memorandum 49

S1501. Authorization and Legal Basis

A. In accordance with the authority vested in the commissioner of administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective **July 1, 2006**. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

B. Legal Basis--L.R.S. 39:231B "The commissioner, with the approval of the governor, shall prescribe rules defining the conditions under which each of various forms of transportation may be used by state officers and employees and used by them in the discharge of the duties of their respective offices and positions in the state service and he shall define the conditions under which allowances will be granted for all other classes of traveling expenses and the maximum amount allowable for expenses of each class."

S1502. DEFINITIONS

A. For the purposes of this PPM, the following words have the meaning indicated.

Authorized Persons

1. advisors, consultants, contractors and other persons who are called upon to contribute time and services to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481 et seq.
2. members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

Conference/Convention - is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, or program, or Letter of Invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging, requires that the hotel is hosting or is in "conjunction with hosting" the meeting. In the event the designated conference hotel (s) have no room availability, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Contract Airfare -These airfares are only for use by authorized travelers on official state business. Competitive bid airfares that are fully refundable, non-penalty tickets. Contract price is firm for last seat availability.

Controlled Billed Account (CBA) – credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver (s) to provide a means to purchase airfare and registration. Each department head determines the extent of the account's use.

Corporate Travel Card – credit cards issued in an employee's name to be used for official business travel expenses. Corporate Travel Cards are individual liability cards, which must be paid in full each month by the cardholder. Charges to these accounts are never the liability of the State.

Emergency Travel - under extraordinary circumstances where the best interests of the state require that travel be undertaken not in compliance with these regulations, approval after the fact by

the commissioner of administration may be given if appropriate documentation is presented promptly. Each department shall establish internal procedures for authorizing travel in emergency situations.

Extended Stays – of any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel - all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, Virgin Islands, American Samoa and Guam.

Lowest Logical Airfare – Airfares available to the public. In general, these types of airfares are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

Official Domicile - every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

1. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The department head or his designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the department head has designated another location (such as the person's workplace).

2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

3. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam.

Per Diem - a flat rate paid in lieu of travel reimbursement for people on extended stays.

Receipts/Document Requirements – Supporting documentation must be retained according to record retention laws. It shall be at the discretion of each agency to determine where the receipts/documents will be maintained.

State Employee - employees below the level of state officer

State Officer

1. state elected officials;
2. department head as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, under secretary, assistant secretary, and the equivalent positions in higher education and the office of elected officials).

Temporary Assignment - any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period - a period of time between the time of departure and the time of return.

Travel Routes - the most direct and usually traveled route must be used by official state travelers.

Traveler - a state officer, state employee, or authorized person when performing authorized travel.

S1503. General Specifications

A. Department Policies

1. Department heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the commissioner of administration. Three copies of such regulations shall be submitted for prior review and approval by the commissioner of administration. One of the copies shall highlight any exceptions /deviations to PPM 49.

2. Department and agency heads will take whatever action necessary to minimize all travel to carry on the department mission.

3. Contracted Travel Services. **The state has contracted for travel agency services which use is mandatory for airfares unless exemptions have been granted by the Division of Administration prior to purchasing airfare tickets.** The State also encourages the use of the contracted travel agency to make reservations for hotel and vehicles accommodations, but hotel and vehicles are not a mandatory requirement.

4. When a state agency enters into a contract with an out-of-state public entity, the out-of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.

5. Authorization to Travel

a. All travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid. A department head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the commissioner of administration. A file shall be maintained on all approved travel authorizations.

b. An annual authorization for routine travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to non-routine meetings such as conferences and conventions.

B. Funds for Travel Expenses

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate travel card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the Travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.

2. **Exemptions:** At the Agency's discretion, cash advances may be allowed for:

- a. employees whose salary is less than \$30,000/year.
- b. employees who accompany and/or are responsible for students on group or client travel.
- c. new employees who are infrequent travelers or have not had time to apply for and receive the card.
- d. employees traveling for extended periods, defined as 31 or more consecutive days.
- e. employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.
- f. advanced ticket / lodging purchase
- g. registration for seminars, conferences, and conventions.
- h. incidental costs not covered by the corporate travel card i.e. taxi fares, tolls, registration fees; conference fees may be submitted on a preliminary request for reimbursement when paid in advance.

- i. any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
 - j. employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures.
3. Expenses Incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.
4. **CBA (Controlled Billed Account) issued in an agency's name is to be used for travel expenses.** Other Credit Cards issued in the name of the state agency are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless prior written permission has been obtained from the commissioner of administration.
5. **NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER.** This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

C. Claims for Reimbursement

1. All claims for reimbursement for travel shall be submitted on state Form BA-12, unless exception has been granted by the commissioner of administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases the date and hour of departure from and return to domicile must be shown.
2. Except where the cost of air transportation, conference, or seminar is invoiced directly to the agency/department, all expenses incurred on any official trip shall be paid by the traveler and his travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the agency/department, a notation will be indicated on the travel voucher indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler's copy of the passenger receipt is required.
3. In all cases, and under any travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the state department, unless otherwise authorized by the Division of Administration.
4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of at least \$10 is due. Department heads at their discretion may make the 30 day submittal mandatory on a department wide basis.
5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim, which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law.
6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

S1504. Methods of Transportation

A. Cost-effective transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations

B. Air

1. Private Owned or Charter Planes. Before travel by privately-owned or by chartered aircraft is authorized for individual's travel by a department head, the traveler shall certify that: 1) at least one hour of working time will be saved by such travel; and 2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.

a. Chartering a privately owned aircraft must be in accordance with the Procurement Code.

b. Reimbursement for use of a chartered or un-chartered privately owned aircraft under the above guidelines will be made on the following basis:

- i. at the rate of **40 cents per mile**; or
- ii. at the lesser of state contract rate or coach economy airfare.

If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the commissioner of administration.

c. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated, and such investigation shall be documented and readily available in the department's travel reimbursement files. Optimum utilization will be the responsibility of the department head.

2. Commercial Airlines (Receipts required) All state travelers are to purchase commercial airline tickets through the state contracted travel agency. This requirement is mandatory unless approval is granted from the State Travel Office. (In the event a traveler seeks approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request to be submitted to the Office of State Travel.)

While the use of the contract travel agency is mandatory, the state traveler has options for the type of airfare ticket purchased. The State always supports purchasing the **"best cost"** ticket. When requesting information from a state travel agent, a traveler should request the travel agent quote both the state contract airfare price (if available) and the lowest-logical airfare available. Price is a factor, but also other circumstances for each trip should be taken into consideration.

The primary difference in a state contract ticket and a lowest-logical ticket is that the state contract ticket is totally refundable and in most cases the lowest-logical ticket is not refundable. Also, the price of a state contract ticket is firm as long as there is a seat available on the plane. A state traveler must ask the question: Is there a likely-hood my itinerary could change or be cancelled? Based on the response to this question, one should evaluate cost and risk to determine the **"best cost"** ticket.

Another factor to assist having a travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the travel agent of your "window of time" for your departure and return will assist them to search for the best price.

a. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be at least (14) fourteen days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

b. State contract airfare tickets are not available for personal, companion or spouse travel. This is a requirement of the airlines and our failure to monitor the use of these contract airfares could cause their cancellation. Therefore, persons booking tickets for non-official business using

contract rates will be subject to disciplinary action as well as payment of the difference between contract airfare and full coach fares.

c. Commercial air travel will not be reimbursed in excess of state contract air rates when available, or coach/economy class rates when contract rates are not available (receipts required). The difference between contract or coach/economy class rates and first class or business class rates will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact. The certification is required for travel reimbursement.

d. Where a stopover is required to qualify for a low-priced airfare, the state will pay additional lodging and meals expense subject to applicable limits where a net savings in total trip expenses results from use of the low-priced airfare. For determining whether there is a savings, the state contract airfare should be used for comparison, or coach/economy fare if there is no contract rate. If additional work time will be lost, then the cost of the traveler's time is to be used in the calculation. The comparison must be shown on the travel voucher.

e. The policy regarding airfare penalties are the state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher.

f. When an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to **exceed** 10% percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel voucher.

g. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline charge of searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

h. If companion fares are purchased for a state employee and non-state employee, the reimbursement to the state employee will be the amount of the lowest logical fare.

i. Traveler is to use the lowest logical airfare/state contract whether the plane is a prop or a jet.

j. Employees may retain promotional items, including frequent flyer miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.

k. The state contract air carriers will be the preferred carriers for state travelers. State employees that purchase a refundable, non-penalty ticket will be instructed to purchase that ticket from our contract airline. State Employees that purchase the lowest-logical penalty tickets will also be instructed to give preference to the same airline that holds the contract city pair award, where reasonable. The State will advise our contracted travel agency or our commitment to support this decision. The State policy mandates that all airfares be purchased through our contract travel agency; therefore they provide the front line of service to assist travelers when making airfare arrangements.

l. Matched Carriers are airlines that did not win an award for a certain city and will now offer the same discounted price that was awarded to the contract vendor. Matched carriers are not to be used unless there are two or more hours difference in the departure or arrival time. The State does not have a contract with the matched fare carriers; therefore, we do not have last seat availability and certain rules including cancellation penalties will apply to these fares. In order for the State to continue to receive State contracted airfares, it is necessary that the contract carrier be utilized when electing to use state contract rates, if available. When using the Contract Airfares there are no

restrictions or penalties. Once the decision is made not to use the contract airfare you must use the lowest logical fare available.

m. When making airline reservations for a conference, let the travel agent know that certain airlines have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

C. Motor Vehicle

No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Office of Risk Management (ORM) of the Division of Administration, should be completed as soon as possible and returned to ORM, together with names and addresses of principals and witnesses. Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

1. State-Owned Vehicles

a. No person may be authorized to operate or travel in a fleet vehicle unless that person is a classified or unclassified employee of the state of Louisiana; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Division of Administration to operate or travel in a fleet vehicle.

b. All purchases made on state gasoline credit cards must be signed for by the approved traveler making the purchase. The license number, the unit price, and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via state gasoline credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase will be attached to the monthly report mentioned in this subsection. State-owned credit cards will not be issued to travelers for use in the operation of privately owned vehicles.

c. Travelers in state-owned automobiles who purchase needed repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Each agency/department shall familiarize itself with the existence of such allowances and/or contracts and location of vendors by contacting the Purchasing Office, Division of Administration.

d. The travel coordinator/officer/user of each state-owned automobile shall submit a monthly report to the department head, board, or commission indicating the number of miles traveled, odometer reading, credit card charges, dates, and places visited.

e. State-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.

f. Unauthorized persons should not be transported in-state vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he determines that the best interest of the state will be served and if the passenger (or passenger's guardian) signs a statement acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.

2. Personally Owned Vehicles

a. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of **40 cents** per mile.

c. Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.

2. By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, Mapquest, etc.. Employee is to print the page indicating mileage and attach it with their travel expense form.

d. An employee shall never receive any benefit from not living in his / her official domicile. In computing reimbursable mileage to an authorized travel destination from an employees residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the actual mileage from the employee's residence.

e. The department head or his designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only.

f. Reimbursements will be allowed on the basis of **40 cents per mile** to travel between a common carrier/terminal and the employees point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state.

g. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the travelers convenience, the traveler will be reimbursed for in-route expenses on the basis of **40 cents per mile only**. The total cost of the mileage may not exceed the cost of travel by using the lesser of 1) State Contract airfare or 2) lowest logical airfare obtained at least 14 days prior to the trip departure date. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the agency, then the department head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses. File should be justified accordingly.

h. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request authorization from the commissioner of administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Requests for lump sum allowance shall be granted for periods not to exceed one fiscal year.

i. The traveler shall be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

3. Rented Motor Vehicles (Receipts Required)

a. **In-State Vehicle Rental.** The State has contracted for In-State vehicle rentals which use is mandatory unless it is documented that the vendor does not have the appropriate size fleet in stock for the date of use.

b. Out-of-State Vehicle Rental. For vehicle rentals outside of Louisiana, the State does not provide contracts. However, the State has received price offers that will be available from multiple vehicle rental companies listed in the Louisiana Travel Guide. When a traveler is approved to rent a vehicle for out-of-state use, they may select a vendor listed in the guide or seek a lower fare.

c. Approvals. Written approval of the department head prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. In each instance, documentation showing cost effectiveness of available options must be readily available in the reimbursement files. This authority shall not be delegated to any other person.

d. Vehicle Rental Size. Only the cost of a compact model is reimbursable, unless 1) non-availability is documented, 2) the vehicle will be used to transport more than two persons or 3) the cost of a larger vehicle is no more than the rental rate for a compact. When a larger vehicle is an option as stated in 1) or 2) above, the upgraded vehicle shall be the next smallest size necessary to accommodate the number of persons traveling.

e. Personal Rental Days. Any personal rental days on a vehicle rented for official state business is not reimbursable and shall be deducted.

f. Gasoline (Receipts Required). The State's preference is to purchase gasoline at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options are only to be allowed when the traveler can document that the pre-purchased amount was necessary and that the amount charged by the rental company is reasonable in relation to local gasoline cost.

g. Insurance for Vehicle Rentals Within the 50 United States: Insurance billed by car rental companies (i.e. CDW and LDW) is not reimbursable for travel within the 50 United States. Insurance coverage for rental vehicles is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should be reported to the Office of Risk Management, as soon as possible.

h. Insurance for Vehicles Rentals Outside the 50 United States (Receipts Required) The Office of Risk Management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the department head required insurance costs may be reimbursed for travel outside the 50 United States only.

1. The following are insurance packages available by rental vehicle companies which are reimbursable:

a.) Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and a reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.

b.) Loss Damage Waiver (LDW)

c.) Auto tow Protection (ATP) *approval of Department Head

d.) Supplementary Liability Insurance (SLI) * if required by the rental company.

e.) Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire), *if required by the car rental company

f.) Vehicle coverage for attempted theft or partial damage due to fire, *if required by the car rental company

2. The following are some of the insurance packages available by rental vehicle companies that **are not reimbursable**:

a.) Personal Accident Insurance (PAC)

b.) Emergency Sickness Protection (ESP)

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. Taxi reimbursement is limited to \$15 per day without receipts; claims in excess of \$15 per day require receipts to account for total daily amount claimed. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for an amount less than \$15 per day.

S1505 State Issued Travel Credit Cards / CBA Accounts

A. Use. The State Travel Office contracts for an official state corporate travel card to form one source of payment for travel. If a supervisor recommends an employee be issued a state travel card, the employee should complete an application through their agency travel program administrator.

1. An employee's corporate travel card or agency CBA (Controlled Billed Accounts) **must be used to purchase contract airfare. This is a mandatory requirement by the airlines in order to continue to receive discounted, non-penalty state contract airline tickets.**

2. An employee's corporate travel card may also be used to purchase lowest logical airfare tickets and other travel related expenses such as food and lodging, but it is not mandatory.

3. The employee's corporate travel card is for **official state travel business purposes only**. Personal use on the state travel card may result in disciplinary action.

B. Liability

1. The corporate travel card is the liability of the employee and not the State. **Each monthly statement balance is due in full to the card-issuing bank.** Travel card accounts that become delinquent are subject to being suspended or revoked. Those accounts will not be reinstated until such time the bank determines that employee to be credit-worthy. The State will have no tolerance to assist those employees that abuse their travel card privileges. Employees with delinquent payment may have their travel privileges revoked and/or subject to other disciplinary action.

2. The Department/Agency is responsible for cancellation of Corporate Travel Cards for those employees terminating/retiring state service.

3. The Department/Agency's Travel Program Administrator is responsible for completing a Maintenance Form to transfer an employee from one state agency to another. The employee may keep the same account number, but the agency change must be reported to the bank.

S1506 Lodging and Meals

A. Eligibility

1. **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exception is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty-one calendar days, and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless permission to extend the thirty-one day period has been previously secured from the Commissioner of Administration.

2. **Extended Stays** – For travel assignments approved by the Commission of Administration involving duty for extended periods (31 or more consecutive days) at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowances as are justified by the circumstances affecting the travel.

3. **Single Day Travel:** Meals are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is

required, no meals are eligible for reimbursement. Each Department Head or their designees are to determine the reasonableness of when an over night stay is justified.

However, the Department Head will be allowed to authorize Single Day Meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department. In those cases the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee.

If a Department Head or their designee determines that Single Day Meals will be provided for, they must follow the following allowances:

To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel will be \$24.00.

- a. **Breakfast & Lunch:** (\$17.00) The 12 hours travel duration must begin at or before 6a.m.
 - b. **Lunch:** (\$10.00) Requires 12 hours duration in travel status.
 - c. **Lunch & Dinner:** (\$24.00) The 12 hour travel duration must end at or after 8 p.m.
4. **Travel with Over Night Stay:** Travelers may be reimbursed for meals according to the following schedule.
- a. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends beyond 9 a.m. on the last day of travel, or for any intervening days.
 - b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends beyond 2 p.m. on the last day of travel, or for any intervening days.
 - c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8 p.m. on the last day of travel, or for any intervening days.
5. **Alcohol** - reimbursement for alcohol is prohibited.

B. Exceptions

1. **Lodging Overage Allowances** – (Receipts required) Department Head has the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **seventy-five percent** over PPM49 current listed rates for the Baton Rouge, New Orleans and New Orleans' surrounding parishes, Lake Charles and Lake Charles surrounding parishes. For all other areas, a Department Head will have the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **twenty-five percent** over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

2. **Meal Overage Allowances** – (Receipts required) Department Head has the authority to approve actual meal provisions of these regulations on a case by case basis not to exceed **twenty-five percent** over PPM 49 current listed rates. Each case must be fully documented as to necessity and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

3. **Actual Expenses for State Officers** – (Receipts or other supporting documents are required for each item claimed). State officers and others so authorized by statute (See Definitions under Authorized Persons) or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. Request shall not be extravagant and will be reasonable in relationship to the purpose of travel. State officers entitled to actual expense reimbursements are only exempted from meals and

lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

C. Meals and Lodging Allowances

1. **Meal Allowance - Includes Tax and Tips.** Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. **Partial meals such as continental breakfasts or airline meals are not considered meals.** If meals of state officials on actual exceed these allowances, receipts are required.

2. **Routine Lodging Allowance –Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are required)** For lodging rates only, the inclusion of suburbs shall be determined by the department head on a case-by-case basis. When two or more employees on official state business share a lodging room, the State will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees .

Department head approval must be provided to allow lodging expenses to be direct billed to an agency.

3. **Conference Lodging Allowance - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are required)** Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. In the event the designated conference hotel (s) have no room availability, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

4. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

Tier I

Breakfast	\$7
Lunch	\$10
Dinner	<u>\$14</u>
	\$31

<u>LODGING:</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
In-State cities (except as listed)	\$60	\$70
Baton Rouge	\$70	\$80
Lafayette	\$60	\$70
Slidell	\$60	\$70
Shreveport, Bossier City	\$65	\$75
Lake Charles, Sulphur	\$70	\$75
Gretna, Kenner, Metairie	\$70	\$80

Tier II

Breakfast	\$8
Lunch	\$12
Dinner	<u>\$17</u>
	\$37

<u>LODGING:</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
New Orleans	\$100	\$120 State Sponsored \$140 Non-State Sponsored
Out of State (except cities listed in Tiers III & IV)	\$65	\$140

Tier III

Breakfast	\$10
Lunch	\$14
Dinner	<u>\$21</u>
	\$45

<u>LODGING:</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
Atlanta, GA, Cleveland, OH, Dallas/Fort Worth, TX, Denver, CO, Detroit, MI, Ft. Lauderdale, FL, Hartford, CT, Houston, TX, Kansas City, MO, Las Vegas, NV, Los Angeles, CA, Miami, FL, Minneapolis/St. Paul, MN, Nashville, TN, Oakland, CA., Orlando, FL, Philadelphia, PA, Phoenix, AZ, Pittsburgh, PA, Portland, ME, Portland, OR, San Antonio, TX, San Diego, CA, St. Louis, MO, Tampa, FL, Wilmington, DE., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam	\$105	\$140

Tier IV

Breakfast	\$11
Lunch	\$15
Dinner	<u>\$25</u>
	\$51

<u>LODGING:</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
Baltimore, MD, Boston, MA, San Francisco, CA, Seattle, WA	\$155	\$155
Chicago, IL, New York City, NY, Washington DC	\$180	\$180
International Cities	\$180	\$180

S1507 Parking and Related Parking Expenses

A. Parking at the **Baton Rouge Airport** – the state’s current contract rate is \$3.50 per day (no receipts required) for parking in the outside, fenced parking lot at the airport. Documentation required to receive the contract price is either a parking coupon or a travel itinerary issued by the state contracted travel agency designating the employee is on “official state business”. At the agency discretion an employee may be paid actual expenses up to \$5.00 per day with a receipt.

B. Parking at the **New Orleans Airport** –the state’s current contract rate is \$5.50 per day and \$32.50 weekly at **Park ‘N Fly** (no receipts required). Documentation required to receive the contract price is your agency issued photo ID, a business card, state issued corporate card or a travel itinerary issued by the state contracted travel agency designating the employee is on “official state business”. At the agency discretion an employee may be paid actual expenses up to \$8.00 per day with a receipt.

C. Travelers using motor vehicles on official state business will be reimbursed for reasonable storage fees, for all other parking, including airport parking except as listed in #1 and #2 above, ferry fares, and road and bridge tolls. For each transaction over \$5, a receipt is required.

D. Tips for valet parking not to exceed, \$2 per day.

S1508. Reimbursement for Other Expenses

The following expenses incidental to travel may be reimbursed:

A. Communications Expenses :

1. For official state business – all costs (receipts required for over \$3).
2. For domestic overnight travel - up to \$3 in personal calls upon arrival at each destination and up to \$3 for personal calls every second night after the first night if the travel extends several days.

3. For international travel – up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.

4. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts required)

B. Charges for storage and handling of state equipment. (Receipts required)

C. Baggage Tips :

1. Hotel Allowances - Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel checkout, if applicable.

2. Airport Allowances - Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time for the airport outbound departure trip and one time for the inbound departure trip.

D. Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).

E. Laundry services - employees on travel for more than seven days up to 14 days are eligible for \$20 of laundry services, and for more than 14 days up to 21 days an additional \$20 of laundry services, and so on. Receipts are required for reimbursement.

S1509. Special Meals

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.

2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

B. All special meals must have prior approval from the commissioner of administration in order to be reimbursed, unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year with the exception in C, as follows.

C. **A department head may authorize a special meal within allowable rates listed under Meals – Tier 1, to be served in conjunction with a working meeting of departmental staff.**

D. In such cases, the department will report on a semi-annual basis to the commissioner of administration all special meal reimbursements made during the previous six months. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the commissioner for special meal authorization must include, under signature of the department head:

1. name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such;

2. clear justification of the necessity and appropriateness of the request.

3. names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;

4. statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the commissioner of administration to exceed this reimbursement limitation.

All of the following must be reviewed and approved by the department head or their designee prior to reimbursement:

- i detailed breakdown of all expenses incurred, with appropriate receipts(s);
- ii subtraction of cost of any alcoholic beverages.
- iii copy of prior written approval from the commissioner of administration.

S1510. Agency Hosted Conferences:

A. State sponsored Conferences – An agency must solicit three (3) competitive quotes in accordance with the Governor’s Executive Order for Small Purchase.

B. Conference Lunch Allowance: Lunch direct billed to an agency in conjunction with an in-state sponsored conference is to be within the following rates **plus mandated gratuity**.

Lunch In-State excluding New Orleans	\$15
Lunch – New Orleans	\$20

C. Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates:

- 1. **Catering -Served on properties where catering is not required:** not to exceed **\$2.00** per person, per morning and/or afternoon sessions.
- 2. **Catering -Served on properties that require catered services:** not to exceed **\$4.50 plus mandated gratuity per person**, per morning and/or afternoon sessions.

S1511. INTERNATIONAL TRAVEL

A. All international travel must be approved by the commissioner of administration prior to departure, unless specific authority for approval has been delegated to a department head. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

B. International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the commissioner of administration prior to departure. Receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.

S1512. WAIVERS

The commissioner of administration may waive in writing any provision in these regulations when the best interest of the state will be served.

IN-STATE VEHICLE RENTALS – (RECEIPTS REQUIRED)

The State has contracted for In-State vehicle rentals which use is mandatory unless it is documented that the vendor does not have the appropriate size fleet in stock for date of use.

ENTERPRISE RENTAL CAR

	DAY	WEEKLY
COMPACT	\$28	\$154
INTERMEDIATE	\$31	\$169
FULL SIZE	\$35	\$192
PREMIUM	\$40	\$240
LUXURY	\$55	\$299
7/8 PASS VAN	\$47	\$259
15 PASS VAN	\$79	\$435

NATIONAL ACCOUNT NUMBER: NA1403

**No Surcharges Added
Unlimited mileage**

**RESERVATIONS (24/7):
1-800-RENT-A-CAR
OR
ENTERPRISE.COM**

**Group Corp. Account Manager:
Joey Rosenfeld
225-445-7250 – Cell Phone
866-793-6296 – After Hours
225-295-3059 - fax**

OUT-OF-STATE VEHICLE RENTALS (RECEIPTS REQUIRED)

Corp. Discount # AVIS A628000 BUDGET T243800 ENTERPRISE NA1403

	AVIS		BUDGET		ENTERPRISE	
	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY
COMPACT	\$51	\$357	\$46	\$276	\$35	\$192
INTERMEDIATE	\$47	\$329	\$47	\$282	\$38	\$209
FULL SIZE	\$55/\$57	\$385/\$399	\$48/\$49	\$288/\$294	\$40	\$220
PREMIUM	\$67	\$469	\$65	\$390	\$46	\$253
7/8 PASS VAN	\$82	\$574	\$80	\$480	\$49	\$269
15 PASS VAN	\$109	\$763	\$109	\$654	\$99	\$545

Corp. Discount # HERTZ 70592 HERTZ 70592 NATIONAL 5004172 THRIFTY 0010176533

	HERTZ/OFF-SITE		HERTZ/AIRPORT		NATIONAL		THRIFTY	
	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY
COMPACT	\$47.43	\$332	\$38	\$266	\$43.50	\$304.50	\$37	\$203.50
INTERMEDIATE	\$49.31	\$345	\$41	\$287	\$44.50	\$311.50	\$39	\$214.50
FULL SIZE	\$53.06	\$371	\$45	\$315	\$46.50	\$325.50	\$41	\$225.50
PREMIUM		N/A		N/A	\$65	\$455	\$57	\$313.50
7/8 PASS VAN		N/A		N/A	\$70	\$490	\$49	\$269.50
15 PASS VAN		N/A		N/A		N/A		N/A

1. A valid drivers license and a major credit card are required to rent a car.
2. Surcharges may apply for certain cities and airports.
3. Rates require that the car be returned with a full tank of gas.
4. Taxes are applicable and are to be paid in addition to rates.
5. One day rentals on a Monday, Tuesday, or Wednesday may require additional surcharges.
6. Some car companies charge for additional drivers.
7. Unlimited mileage on all rentals.

1. AIRFARE INSTRUCTIONS:

USE OF THE STATE CONTRACTED TRAVEL AGENCY - NAVIGANT IS MANDATORY FOR ALL AIRFARES!!

NOTE: HOWEVER, WHEN USING NAVIGANT - YOU HAVE CHOICES.

- You may choose to purchase Lowest Logical Airfares:
- You may choose to purchase State Contract Airfares:

In all probability, the lowest logical airfares will be the most cost effective for your agency. While use of the contract travel agency is mandatory; purchase of state contract airfares is not mandatory. While the use of the contract travel agency is mandatory, the state traveler has options for the type of airfare ticket purchased. The State always supports purchasing the “best cost” ticket. When requesting information from a state travel agent, a traveler should request the travel agent quote both the state contract airfare price (if available) and the lowest-logical airfare available. Price is a factor, but also other circumstances for each trip should be taken into consideration. The primary difference in a state contract ticket and a lowest-logical ticket is that the State Contract ticket is totally refundable and in most cases the low the lowest-logical ticket is not refundable. Also, the price of a state contract ticket is firm as long as there is a seat available on the plane. A state traveler must ask the question: Is there a likely-hood my itinerary could change or be cancelled? Based on the response to this question, one should evaluate cost and risk to determine the “best cost” ticket. Another factor to assist having a travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the travel agent of your “window of time” for your departure and return will assist them to search for the best price. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be at least (14) fourteen days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

2. THE TRANSACTION FEE FOR FISCAL YEAR 2006/2007 WILL BE \$23.00, WHICH IS NOT REFUNDABLE.

3. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

Many travelers contact the travel agency to inquire about travel arrangements. If you select specific flights and dates (an itinerary) and ask the travel agent to hold that itinerary, a ticket is still not purchased. You must give specific instructions to purchase the ticket and receive a receipt which contains a ticket number to confirm that a ticket has been issued in your name.

If you purchase a non-refundable ticket, the travel agency will fax a copy of the itinerary for the traveler’s review and signature of agreement before issuing a ticket.

IF YOUR TRAVEL AGENT DOES NOT OFFER YOU BOTH STATE CONTRACT RATE AND THE LOWEST LOGICAL RATES----- ASK!

We bid our airfares with two tier pricing. “Unrestricted” which is last seat availability, and “Limited Capacity” which is restricted to a limited number of seats at a lower price. Your travel agent will advise you as to which fare is available for your flight.

STATE OF LOUISIANA CONTRACT AIRFARES

JULY 1, 2006 - JUNE 30, 2007

FY 2006 - 2007

CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/ALBUQUERQUE,NM	BTR/ABQ	AA	\$500	\$300
BATON ROUGE/ALBANY, NY	BTR/ALB	AA	\$600	\$400
BATON ROUGE/AUSTIN, TX	BTR/AUS	AA	\$500	\$300
BATON ROUGE/BALTIMORE, MD	BTR/BWI	AA	\$740	\$540
BATON ROUGE/BOSTON, MA	BTR/BOS	AA	\$560	\$360
BATON ROUGE/BUFFALO/NIAGARA FALLS, NY	BTR/BUF	AA	\$640	\$440
BATON ROUGE/CHARLOTTE, NC	BTR/CLT	AA	\$760	\$560
BATON ROUGE/CHATTANOOGA, TN	BTR/CHA	AA	\$900	\$700
BATON ROUGE/CHICAGO, IL - MIDWAY	BTR/MDW	AA	\$580	\$380
BATON ROUGE/CHICAGO, IL - O'HARE	BTR/ORD	AA	\$580	\$380
BATON ROUGE/CINCINNATI, OH	BTR/CVG	AA	\$550	\$350
BATON ROUGE/CLEVELAND, OH	BTR/CLE	AA	\$600	\$400
BATON ROUGE/COLLEGE STATION, TX	BTR/CLL	AA	\$470	\$270
BATON ROUGE/COLORADO SPGS, CO	BTR/COS	AA	\$610	\$410
BATON ROUGE/COLUMBUS, OH	BTR/CMH	AA	\$550	\$350
BATON ROUGE/CORPUS CHRISTI, TX	BTR/CRP	AA	\$580	\$380
BATON ROUGE/DALLAS, TX	BTR/DFW	AA	\$460	\$260
BATON ROUGE/DENVER, CO	BTR/DEN	AA	\$608	\$408
BATON ROUGE/DETROIT, MI	BTR/DTW	AA	\$540	\$340
BATON ROUGE/DES MOINES, IA	BTR/DSM	AA	\$540	\$340
BATON ROUGE/EL PASO, TX	BTR/ELP	AA	\$518	\$318
BATON ROUGE/EUGENE, OR	BTR/EUG	AA	\$620	\$420
BATON ROUGE/FAYETTEVILLE, AR	BTR/FYV	AA	\$480	\$280
BATON ROUGE/FORT SMITH, AR	BTR/FSM	AA	\$600	\$400
BATON ROUGE/FORT WAYNE, IN	BTR/FWA	AA	\$540	\$340
BATON ROUGE/FRESNO, CA	BTR/FAT	AA	\$720	\$520
BATON ROUGE/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	BTR/GSO	AA	\$550	\$350
BATON ROUGE/HARTFORD, CT	BTR/BDL	AA	\$610	\$410
BATON ROUGE/HONOLULU	BTR/HNL	AA	\$1,260	\$1,060
BATON ROUGE/INDIANAPOLIS, IN	BTR/IND	AA	\$478	\$278
BATON ROUGE/KANSAS CITY, MO	BTR/MCI	AA	\$460	\$260
BATON ROUGE/KNOXVILLE, TN	BTR/TYS	AA	\$700	\$500
BATON ROUGE/LAS VEGAS, NV	BTR/LAS	AA	\$600	\$400
BATON ROUGE/LEXINGTON, KY	BTR/LEX	AA	\$700	\$500
BATON ROUGE/LITTLE ROCK, AR	BTR/LIT	AA	\$580	\$380
BATON ROUGE/LOS ANGELES, CA	BTR/LAX	AA	\$600	\$400
BATON ROUGE/LOUISVILLE, KY	BTR/SDF	AA	\$580	\$380
BATON ROUGE/LUBBOCK, TX	BTR/LBB	AA	\$600	\$400
BATON ROUGE/MADISON, WI	BTR/MSN	AA	\$590	\$390
BATON ROUGE/MILWAUKEE, WI	BTR/MKE	AA	\$540	\$340
BATON ROUGE/MINNEAPOLIS/ST. PAUL, MN	BTR/MSP	AA	\$570	\$370

STATE OF LOUISIANA CONTRACT AIRFARES

JULY 1, 2006 - JUNE 30, 2007

FY 2006 - 2007

CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/NEWARK,NJ	BTR/EWR	AA	\$580	\$380
BATON ROUGE/NEW YORK LAGUARDIA	BTR/LGA	AA	\$580	\$380
BATON ROUGE/NEW YORK JOHN F. KENNEDY	BTR/JFK	AA	\$580	\$380
BATON ROUGE/NORFOLK, VA	BTR/ORF	AA	\$900	\$700
BATON ROUGE/OAKLAND,CA	BTR/OAK	AA	\$670	\$470
BATON ROUGE/OMAHA,NE	BTR/OMA	AA	\$570	\$370
BATON ROUGE/ONTARIO,CA	BTR/ONT	AA	\$720	\$520
BATON ROUGE/OKLA.CITY,OK	BTR/OKC	AA	\$460	\$260
BATON ROUGE/ORANGE COUNTY,CA	BTR/SNA	AA	\$740	\$540
BATON ROUGE/PALM SPRINGS,CA	BTR/PSP	AA	\$740	\$540
BATON ROUGE/PHILADELPHIA/WILMINGTON, DE	BTR/PHL	AA	\$550	\$350
BATON ROUGE/PHOENIX,AZ	BTR/PHX	AA	\$576	\$376
BATON ROUGE/PITTSBURGH,PA	BTR/PIT	AA	\$530	\$330
BATON ROUGE/PORTLAND,OR	BTR/PDX	AA	\$766	\$566
BATON ROUGE/PROVIDENCE,RI	BTR/PVD	AA	\$580	\$380
BATON ROUGE/RENO,NV	BTR/RNO	AA	\$766	\$566
BATON ROUGE/RICHMOND,VA	BTR/RIC	AA	\$598	\$398
BATON ROUGE/ROCHESTER,NY	BTR/ROC	AA	\$596	\$396
BATON ROUGE/SACRAMENTO,CA	BTR/SMF	AA	\$690	\$490
BATON ROUGE/SAN ANGELO, TX	BTR/SJT	AA	\$680	\$480
BATON ROUGE/ST. LOUIS,MO	BTR/STL	AA	\$600	\$400
BATON ROUGE/SALT LAKE CITY,UT	BTR/SLC	AA	\$688	\$450
BATON ROUGE/SAN ANTONIO,TX	BTR/SAT	AA	\$400	\$200
BATON ROUGE/SAN JUAN, PUERTO RICO	BTR/SJU	AA	\$860	\$710
BATON ROUGE/SAN DIEGO,CA	BTR/SAN	AA	\$656	\$456
BATON ROUGE/SAN FRANCISCO,CA	BTR/SFO	AA	\$662	\$462
BATON ROUGE/SAN JOSE,CA	BTR/SJC	AA	\$662	\$462
BATON ROUGE/SEATTLE/TACOMA,WA	BTR/SEA	AA	\$662	\$462
BATON ROUGE/SPRINGFIELD, MO	BTR/SPI	AA	\$700	\$500
BATON ROUGE/SYRACUSE,NY	BTR/SYR	AA	\$630	\$430
BATON ROUGE/TRVERSE CITY, MI	BTR/TVC	AA	\$670	\$470
BATON ROUGE/TUCSON,AZ	BTR/TUC	AA	\$640	\$440
BATON ROUGE/TULSA,OK	BTR/TUL	AA	\$430	\$230
BATON ROUGE/WACO, TX	BTR/WAC	AA	\$670	\$470
BATON ROUGE/WASHINGTON DC REAGAN	BTR/DCA	AA	\$550	\$350
BATON ROUGE/WASHINGTON DC DULLES	BTR/IAD	AA	\$550	\$350
BATON ROUGE/WICHITA,KS	BTR/ICT	AA	\$656	\$456
NEW ORLEANS/ALBUQUERQUE,NM	MSY/ABQ	AA	\$440	\$240
NEW ORLEANS/ALBANY, NY	MSY/ALB	UA	\$640	\$380
NEW ORLEANS/ANCHORAGE, AK	MSY/ANC	UA	\$996	\$520
NEW ORLEANS/AUSTIN,TX	MSY/AUS	AA	\$500	\$300

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/BALTIMORE,MD	MSY/BWI	AA	\$470	\$270
NEW ORLEANS/BISMARCK, ND	MSY/BIS	UA	\$1,000	\$400
NEW ORLEANS/BOISE, IA	MSY/BOI	UA	\$1,000	\$400
NEW ORLEANS/BOZEMAN, MT	MSY/BZN	UA	\$1,000	\$480
NEW ORLEANS/BUFFALO/NIAGARA FALLS, NY	MSY/BUF	UA	\$680	\$340
NEW ORLEANS/BOSTON,MA	MSY/BOS	AA	\$466	\$266
NEW ORLEANS/CEDAR RAPIDS, IA	MSY/CID	AA	\$610	\$410
NEW ORLEANS/CHARLOTTE,NC	MSY/CLT	AA	\$640	\$440
NEW ORLEANS/CHARLOTTEVILLE, VA	MSY/CHO	UA	\$708	\$340
NEW ORLEANS/CHARLESTON, W. VA	MSY/CRW	UA	\$780	\$380
NEW ORLEANS/CHICAGO,IL - MIDWAY	MSY/MDW	AA	\$560	\$360
NEW ORLEANS/CHICAGO,IL - O'HARE	MSY/ORD	AA	\$560	\$360
NEW ORLEANS/CINCINNATI, OH	MSY/CVG	UA	\$750	\$320
NEW ORLEANS/CLEVELAND,OH	MSY/CLE	AA	\$600	\$400
NEW ORLEANS/COLORADO SPGS,CO	MSY/COS	AA	\$514	\$314
NEW ORLEANS/COLUMBUS,OH	MSY/CMH	AA	\$550	\$350
NEW ORLEANS/CORPUS CHRISTI,TX	MSY/CRP	AA	\$400	\$200
NEW ORLEANS/DALLAS,TX	MSY/DFW	AA	\$400	\$200
NEW ORLEANS/DENVER,CO	MSY/DEN	UA	\$710	\$350
NEW ORLEANS/DES MOINES,IA	MSY/DSM	AA	\$470	\$270
NEW ORLEANS/DETROIT,MI	MSY/DTW	AA	\$500	\$300
NEW ORLEANS/EL PASO,TX	MSY/ELP	AA	\$440	\$240
NEW ORLEANS/EUGENE, OR	MSY/EUG	UA	\$1,000	\$400
NEW ORLEANS/FAYETTEVILLE,AR	MSY/FYV	AA	\$430	\$230
NEW ORLEANS/FORT MYERS, FL	MSY/RSW	AA	\$700	\$500
NEW ORLEANS/FORT SMITH,AR	MSY/FSM	AA	\$460	\$260
NEW ORLEANS/FORT WAYNE,IN	MSY/FWA	AA	\$468	\$268
NEW ORLEANS/FRESNO, CA	MSY/FAT	AA	\$740	\$540
NEW ORLEANS/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	MSY/GSO	UA	\$720	\$340
NEW ORLEANS/HARTFORD,CT	MSY/BDL	AA	\$480	\$280
NEW ORLEANS/HONOLULU	MSY/HNL	AA	\$1,220	\$1,020
NEW ORLEANS/INDIANAPOLIS,IN	MSY/IND	AA	\$440	\$240
NEW ORLEANS/KANSAS CITY,MO	MSY/MCI	AA	\$420	\$220
NEW ORLEANS/KNOXVILLE,TN	MSY/TYS	AA	\$660	\$460
NEW ORLEANS/LANSING, MI	MSY/LAN	UA	\$680	\$370
NEW ORLEANS/LAS VEGAS,NV	MSY/LAS	UA	\$680	\$360
NEW ORLEANS/LEXINGTON,KY	MSY/LEX	AA	\$700	\$500
NEW ORLEANS/LITTLE ROCK,AR	MSY/LIT	AA	\$614	\$414
NEW ORLEANS/LOS ANGELES,CA	MSY/LAX	AA	\$600	\$400
NEW ORLEANS/LOUISVILLE,KY	MSY/SDF	AA	\$700	\$500
NEW ORLEANS/LUBBOCK,TX	MSY/LBB	AA	\$460	\$260

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/MADISON,WI	MSY/MSN	AA	\$460	\$260
NEW ORLEANS/MANCHESTER, NH	MSY/MHT	UA	\$762	\$360
NEW ORLEANS/MIAMI,FL	MSY/MIA	AA	\$640	\$440
NEW ORLEANS/MILWAUKEE,WI	MSY/MKE	AA	\$500	\$300
NEW ORLEANS/MINNEAPOLIS/ST PAUL, MN	MSY/MSP	AA	\$630	\$430
NEW ORLEANS/MONTEREY, CA	MSY/MRY	AA	\$660	\$460
NEW ORLEANS/MYRTLE BEACH, SC	MSY/MYR	UA	\$960	\$380
NEW ORLEANS/NASHVILLE,TN	MSY/BNA	AA	\$570	\$370
NEW ORLEANS/NEWARK,NJ	MSY/EWR	AA	\$640	\$440
NEW ORLEANS/NEW YORK LAGUARDIA	MSY/LGA	UA	\$590	\$380
NEW ORLEANS/NEW YORK JOHN F. KENNEDY	MSY/JFK	UA	\$590	\$380
NEW ORLEANS/NORFOLK, VA	MSY/ORF	UA	\$700	\$380
NEW ORLEANS/OAKLAND,CA	MSY/OAK	UA	\$660	\$360
NEW ORLEANS/OKLAHOMA CITY,OK	MSY/OKC	AA	\$570	\$370
NEW ORLEANS/OMAHA, NE	MSY/OMA	AA	\$532	\$332
NEW ORLEANS/ONTARIO, CA	MSY/ONT	UA	\$800	\$350
NEW ORLEANS/ORANGE COUNTY,CA	MSY/SNA	UA	\$800	\$350
NEW ORLEANS/PALM SPRINGS,CA	MSY/PSP	UA	\$820	\$380
NEW ORLEANS/PHILADELPHIA/WILMINGTON, DE	MSY/PHL	AA	\$694	\$494
NEW ORLEANS/PHOENIX, AZ	MSY/PHX	AA	\$540	\$340
NEW ORLEANS/PITTSBURGH,PA	MSY/PIT	AA	\$540	\$340
NEW ORLEANS/PORTLAND, ME	MSY/PWM	UA	\$800	\$380
NEW ORLEANS/PORTLAND, OR	MSY/PDX	UA	\$880	\$390
NEW ORLEANS/PROVIDENCE,RI	MSY/PVD	AA	\$540	\$340
NEW ORLEANS/RALEIGH/DURHAM, NC	MSY/RDU	UA	\$598	\$320
NEW ORLEANS/RENO, NV	MSY/RNO	UA	\$760	\$380
NEW ORLEANS/RICHMOND, VA	MSY/RIC	UA	\$680	\$320
NEW ORLEANS/ROANOKE, VA	MSY/ROA	UA	\$778	\$380
NEW ORLEANS/ROCHESTER,NY	MSY/ROC	AA	\$480	\$280
NEW ORLEANS/ST. LOUIS, MO	MSY/STL	AA	\$430	\$230
NEW ORLEANS/SACRAMENTO, CA	MSY/SMF	AA	\$770	\$570
NEW ORLEANS/SAN ANGELO, TX	MSY/SJT	AA	\$590	\$390
NEW ORLEANS/SAN DIEGO,CA	MSY/SAN	AA	\$770	\$570
NEW ORLEANS/SAN JUAN, PUERTO RICO	MSY/SJU	AA	\$890	\$750
NEW ORLEANS/SAN ANTONIO,TX	MSY/SAT	AA	\$380	\$180
NEW ORLEANS/SALT LAKE,UT	MSY/SLC	AA	\$570	\$370
NEW ORLEANS/SAN FRANCISCO,CA	MSY/SFO	UA	\$900	\$364
NEW ORLEANS/SAN JOSE,CA	MSY/SJC	UA	\$900	\$364
NEW ORLEANS/SEATTLE/TACOMA,WA	MSY/SEA	AA	\$770	\$570
NEW ORLEANS/SPRINGFIELD,MO	MSY/SPI	AA	\$740	\$540
NEW ORLEANS/SYRACUSE,NY	MSY/SYR	AA	\$530	\$330
NEW ORLEANS/TRVERSE CITY, MI	MSY/TVC	UA	\$996	\$420

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/TUCSON,AZ	MSY/TUC	AA	\$580	\$380
NEW ORLEANS/TULSA,OK	MSY/TUL	AA	\$380	\$180
NEW ORLEANS/WACO,TX	MSY/WAC	AA	\$500	\$300
NEW ORLEANS/WASHINGTON DC REAGAN	MSY/DCA	AA	\$460	\$260
NEW ORLEANS/WASHINGTON DC DULLES	MSY/IAD	AA	\$460	\$260
NEW ORLEANS/WICHITA,KS	MSY/ICT	AA	\$460	\$260
SHREVEPORT/ALBUQUERQUE,NM	SHV/ABQ	AA	\$500	\$300
SHREVEPORT/AUSTIN,TX	SHV/AUS	AA	\$630	\$430
SHREVEPORT/BALTIMORE,MD	SHV/BWI	AA	\$630	\$430
SHREVEPORT/BOSTON,MA	SHV/BOS	AA	\$590	\$390
SHREVEPORT/BUFFALO/NIAGARA FALLS, NY	SHV/BUF	AA	\$640	\$310
SHREVEPORT/CHARLOTTE,NC.	SHV/CLT	AA	\$800	\$600
SHREVEPORT/CHARLESTON,SC	SHV/CHS	AA	\$800	\$600
SHREVEPORT/CHATTANOOGA,TN	SHV/CHA	AA	\$700	\$500
SHREVEPORT/CHICAGO,IL - MIDWAY	SHV/MDW	AA	\$630	\$430
SHREVEPORT/CHICAGO,IL - O'HARE	SHV/ORD	AA	\$630	\$430
SHREVEPORT/CINCINNATI,OH	SHV/CVG	AA	\$700	\$500
SHREVEPORT/CLEVELAND,OH	SHV/CLE	AA	\$700	\$500
SHREVEPORT/COLORADO SPGS,CO	SHV/COS	AA	\$590	\$390
SHREVEPORT/COLUMBUS,OH	SHV/CMH	AA	\$700	\$500
SHREVEPORT/CORPUS CHRISTI,TX	SHV/CRP	AA	\$630	\$430
SHREVEPORT/DALLAS,TX	SHV/DFW	AA	\$600	\$400
SHREVEPORT/DES MOINES, IA	SHV/DSM	AA	\$540	\$340
SHREVEPORT/DENVER,CO	SHV/DEN	AA	\$540	\$340
SHREVEPORT/DETROIT,MI	SHV/DTW	AA	\$700	\$500
SHREVEPORT/EL PASO,TX	SHV/ELP	AA	\$630	\$430
SHREVEPORT/FAYETTEVILLE,AR	SHV/FYV	AA	\$630	\$430
SHREVEPORT/FORT LAUDERDALE,FL	SHV/FLL	AA	\$800	\$600
SHREVEPORT/FORT SMITH,AR	SHV/FSM	AA	\$630	\$430
SHREVEPORT/FORT WAYNE,IN	SHV/FWA	AA	\$520	\$320
SHREVEPORT/FRESNO, CA	SHV/FAT	AA	\$690	\$490
SHREVEPORT/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	SHV/GSO	AA	\$800	\$600
SHREVEPORT/GREENVILLE, S.C.	SHV/GSP	AA	\$800	\$600
SHREVEPORT/HARTFORD, CT	SHV/BDL	AA	\$564	\$364
SHREVEPORT/HONOLULU	SHV/HNL	AA	\$1,200	\$1,000
SHREVEPORT/INDIANAPOLIS,IN	SHV/IND	AA	\$640	\$440
SHREVEPORT/KANSAS CITY,MO	SHV/MCI	AA	\$600	\$400
SHREVEPORT/KNOXVILLE,TN	SHV/TYS	AA	\$700	\$500
SHREVEPORT/LAS VEGAS, NV	SHV/LAS	AA	\$580	\$380
SHREVEPORT/LEXINGTON,KY	SHV/LEX	AA	\$700	\$500

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
SHREVEPORT/LITTLE ROCK,AR	SHV/LIT	AA	\$400	\$200
SHREVEPORT/LOS ANGELES,CA	SHV/LAX	AA	\$580	\$380
SHREVEPORT/LOUISVILLE,KY	SHV/SDF	AA	\$490	\$290
SHREVEPORT/LUBBOCK,TX	SHV/LBB	AA	\$630	\$430
SHREVEPORT/MADISON,WI	SHV/MSN	AA	\$800	\$600
SHREVEPORT/MEMPHIS,TN	SHV/MEM	AA	\$550	\$350
SHREVEPORT/MIAMI,FL	SHV/MIA	AA	\$800	\$600
SHREVEPORT/MILWAUKEE,WI	SHV/MKE	AA	\$570	\$330
SHREVEPORT/MINNEAPOLIS/ST. PAUL, MN	SHV/MSP	AA	\$570	\$330
SHREVEPORT/NASHVILLE,TN	SHV/BNA	AA	\$700	\$500
SHREVEPORT/NEWARK,NJ	SHV/EWR	AA	\$700	\$500
SHREVEPORT/NEW YORK LAGUARDIA	SHV/LGA	AA	\$800	\$600
SHREVEPORT/NEW YORK JOHN F. KENNEDY	SHV/JFK	AA	\$800	\$600
SHREVEPORT/NORFOLK,VA	SHV/ORF	AA	\$700	\$540
SHREVEPORT/OAKLAND,CA	SHV/OAK	AA	\$670	\$470
SHREVEPORT/OKLAHOMA CITY,OK	SHV/OKC	AA	\$430	\$230
SHREVEPORT/ONTARIO,CA	SHV/ONT	AA	\$620	\$420
SHREVEPORT/ORANGE COUNTY,CA	SHV/SNA	AA	\$620	\$420
SHREVEPORT/PHILADELPHIA/WILMINGOTN, DE	SHV/PHL	AA	\$490	\$290
SHREVEPORT/PHOENIX,AZ	SHV/PHX	AA	\$540	\$340
SHREVEPORT/PITTSBURGH,PA	SHV/PIT	AA	\$490	\$290
SHREVEPORT/PORTLAND,OR	SHV/PDX	AA	\$680	\$480
SHREVEPORT/PROVIDENCE,RI	SHV/PVD	AA	\$660	\$460
SHREVEPORT/RALEIGH/DURHAM,NC	SHV/RDU	AA	\$660	\$460
SHREVEPORT/RENO,NV	SHV/RNO	AA	\$666	\$466
SHREVEPORT/RICHMOND,VA	SHV/RIC	AA	\$660	\$460
SHREVEPORT/ROCHESTER,NY	SHV/ROC	AA	\$660	\$460
SHREVEPORT/SACRAMENTO,CA	SHV/SMF	AA	\$690	\$490
SHREVEPORT/SALT LAKE CITY,UT	SHV/SLC	AA	\$560	\$340
SHREVEPORT/ST. LOUIS,MO	SHV/STL	AA	\$460	\$260
SHREVEPORT/SAN ANTONIO,TX	SHV/SAT	AA	\$630	\$430
SHREVEPORT/SAN DIEGO,CA	SHV/SAN	AA	\$690	\$490
SHREVEPORT/SAN FRANCISCO,CA	SHV/SFO	AA	\$690	\$490
SHREVEPORT/SAN JOSE,CA	SHV/SJC	AA	\$690	\$490
SHREVEPORT/SAN JUAN, PUERTO RICO	SHV/SJU	AA	\$860	\$710
SHREVEPORT/SEATTLE/TACOMA,WA	SHV/SEA	AA	\$690	\$490
SHREVEPORT/TUCSON,AZ	SHV/TUS	AA	\$550	\$350
SHREVEPORT/TULSA,OK	SHV/TUL	AA	\$450	\$250
SHREVEPORT/WASHINGTON DC REAGAN	SHV/DCA	AA	\$550	\$350
SHREVEPORT/WASHINGTON DC DULLES	SHV/IAD	AA	\$550	\$350
SHREVEPORT/WICHITA,KS	SHV/ICT	AA	\$460	\$260
LAFAYETTE/ALBUQUERQUE,NM	LFT/ABQ	AA	\$700	\$500

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
LAFAYETTE/AUSTIN, TX	LFT/AUS	AA	\$630	\$430
LAFAYETTE/BALTIMORE, MD	LFT/BWI	AA	\$640	\$440
LAFAYETTE/BOSTON, MA	LFT/BOS	AA	\$640	\$440
LAFAYETTE/CHICAGO, IL - MIDWAY	LFT/MDW	AA	\$700	\$500
LAFAYETTE/CHICAGO, IL - O'HARE	LFT/ORD	AA	\$700	\$500
LAFAYETTE/CINCINNATI, OH	LFT/CVG	AA	\$700	\$500
LAFAYETTE/CLEVELAND, OH	LFT/CLE	AA	\$700	\$500
LAFAYETTE/COLUMBUS, OH	LFT/CMH	AA	\$700	\$500
LAFAYETTE/DALLAS, TX	LFT/DFW	AA	\$600	\$400
LAFAYETTE/DENVER, CO	LFT/DEN	AA	\$800	\$600
LAFAYETTE/DES MOINES, IA	LFT/DSM	AA	\$800	\$600
LAFAYETTE/DETROIT, MI	LFT/DTW	AA	\$800	\$600
LAFAYETTE/FAYETTEVILLE, AR	LFT/FYV	AA	\$750	\$550
LAFAYETTE/FRESNO, CA	LFT/FAT	AA	\$800	\$600
LAFAYETTE/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	LFT/GSO	AA	\$800	\$600
LAFAYETTE/GREENVILLE, SC.	LFT/GSP	AA	\$800	\$600
LAFAYETTE/HARTFORD, CT	LFT/BDL	AA	\$660	\$460
LAFAYETTE/HONOLULU	LFT/HNL	AA	\$1,200	\$1,000
LAFAYETTE/INDIANAPOLIS, IN	LFT/IND	AA	\$678	\$478
LAFAYETTE/KANSAS CITY, MO	LFT/MCI	AA	\$640	\$440
LAFAYETTE/KNOXVILLE, TN	LFT/TYS	AA	\$700	\$500
LAFAYETTE/LAS VEGAS, NV	LFT/LAS	AA	\$780	\$580
LAFAYETTE/LEXINGTON, KY	LFT/LEX	AA	\$700	\$500
LAFAYETTE/LITTLE ROCK, AR	LFT/LIT	AA	\$600	\$400
LAFAYETTE/LOS ANGELES, CA	LFT/LAX	AA	\$800	\$600
LAFAYETTE/LOUISVILLE, KY	LFT/SDF	AA	\$600	\$400
LAFAYETTE/MEMPHIS, TN	LFT/MEM	AA	\$550	\$350
LAFAYETTE/MILWAUKEE, WI	LFT/MKE	AA	\$610	\$410
LAFAYETTE/MINNEAPOLIS/ST. PAUL, MN	LFT/MSP	AA	\$770	\$570
LAFAYETTE/NASHVILLE, TN	LFT/BNA	AA	\$700	\$500
LAFAYETTE/NEWARK, NJ	LFT/EWR	AA	\$700	\$500
LAFAYETTE/NEW YORK LAGUARDIA	LFT/LGA	AA	\$700	\$500
LAFAYETTE/NEW YORK JOHN F. KENNEDY	LFT/JFK	AA	\$700	\$500
LAFAYETTE/NORFOLK, VA	LFT/ORF	AA	\$740	\$540
LAFAYETTE/OKLAHOMA CITY, OK	LFT/OKC	AA	\$700	\$500
LAFAYETTE/ONTARIO, CA	LFT/ONT	AA	\$800	\$600
LAFAYETTE/PHILADELPHIA/WILMINGTON, DE	LFT/PHI	AA	\$800	\$600
LAFAYETTE/PHOENIX, AZ	LFT/PHX	AA	\$740	\$540
LAFAYETTE/PITTSBURGH, PA	LFT/PIT	AA	\$800	\$600
LAFAYETTE/PORTLAND, OR	LFT/PDX	AA	\$800	\$600
LAFAYETTE/PROVIDENCE, RI	LFT/PVD	AA	\$660	\$460
LAFAYETTE/RALEIGH/DURHAM, NC	LFT/RDU	AA	\$660	\$460

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CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
LAFAYETTE/RENO,NV	LFT/RNO	AA	\$800	\$600
LAFAYETTE/RICHMOND,VA	LFT/RIC	AA	\$660	\$460
LAFAYETTE/ROCHESTER,NY	LFT/ROC	AA	\$660	\$460
LAFAYETTE/SACRAMENTO,CA	LFT/SMF	AA	\$800	\$600
LAFAYETTE/ST. LOUIS,MO	LFT/STL	AA	\$600	\$400
LAFAYETTE/SALT LAKE CITY,UT	LFT/SLC	AA	\$760	\$560
LAFAYETTE/SAN ANTONIO,TX	LFT/SAT	AA	\$630	\$430
LAFAYETTE/SAN DIEGO,CA	LFT/SAN	AA	\$800	\$600
LAFAYETTE/SAN FRANCISCO,CA	LFT/SFO	AA	\$800	\$600
LAFAYETTE/SAN JOSE,CA	LFT/SJC	AA	\$800	\$600
LAFAYETTE/SEATTLE/TACOMA,WA	LFT/SEA	AA	\$800	\$600
LAFAYETTE/TUCSON,AZ	LFT/TUS	AA	\$800	\$600
LAFAYETTE/TULSA,OK	LFT/TUL	AA	\$700	\$500
LAFAYETTE/WASHINGTON DC REAGAN	LFT/DCA	AA	\$750	\$550
LAFAYETTE/WASHINGTON DC DULLES	LFT/IAD	AA	\$750	\$550
LAFAYETTE/WICHITA,KS	LFT/ICT	AA	\$550	\$350
NEW ORLEANS/AMSTERDAM	MSY/AMS	UA	\$1,198	\$1,020
NEW ORLEANS/ATHENS	MSY/ATH	UA	\$1,650	\$1,398
NEW ORLEANS/BANGKOK	MSY/BKK	AA	\$922	\$688
NEW ORLEANS/BERLIN	MSY/BER	UA	\$976	\$830
NEW ORLEANS/BOMBAY	MSY/BOM	UA	\$2,220	\$1,996
NEW ORLEANS/BRUSSELS	MSY/BRU	AA	\$1,056	\$656
NEW ORLEANS/BUDAPEST	MSY/BUD	AA	\$1,778	\$1,670
NEW ORLEANS/CANCUN	MSY/CUN	AA	\$1,118	\$718
NEW ORLEANS/COPENHAGEN	MSY/CPH	UA	\$1,790	\$1,522
NEW ORLEANS/FRANKFURT	MSY/FRA	AA	\$1,056	\$656
NEW ORLEANS/GENEVA	MSY/GVA	AA	\$1,056	\$656
NEW ORLEANS/HELSINKE	MSY/HEL	AA	\$1,520	\$1,312
NEW ORLEANS/HONG KONG	MSY/HKG	UA	\$1,900	\$1,300
NEW ORLEANS/INNSBRUCK	MSY/INN	UA	\$1,964	\$1,670
NEW ORLEANS/ISTANBUL	MSY/IST	AA	\$1,520	\$1,312
NEW ORLEANS/JOHANESBURG	MSY/JNB	UA	\$2,242	\$1,906
NEW ORLEANS/KINGSTON	MSY/YGK	AA	\$904	\$814
NEW ORLEANS/LONDON	MSY/LON	AA	\$1,016	\$616
NEW ORLEANS/MADRID	MSY/MAD	AA	\$1,056	\$656
NEW ORLEANS/MEXICO CITY	MSY/MEX	AA	\$1,138	\$738
NEW ORLEANS/MILAN	MSY/MIL	AA	\$1,056	\$656
NEW ORLEANS/MONTEGO BAY	MSY/MBJ	AA	\$904	\$814
NEW ORLEANS/MONTREAL	MSY/YUL	AA	\$1,000	\$800
NEW ORLEANS/MUNICH	MSY/MUC	UA	\$976	\$798
NEW ORLEANS/NICE	MSY/NCE	AA	\$1,056	\$656
NEW ORLEANS/PARIS	MSY/CDG	AA	\$1,056	\$656

STATE OF LOUISIANA CONTRACT AIRFARES

JULY 1, 2006 - JUNE 30, 2007

FY 2006 - 2007

CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/PRAGUE	MSY/PRG	UA	\$1,596	\$1,356
NEW ORLEANS/QUITO SUCRE	MSY/UIO)	AA	\$1,398	\$698
NEW ORLEANS/RIO DE JENIRO	MSY/GIG	AA	\$1,598	\$738
NEW ORLEANS/ROME	MSY/FCO	AA	\$1,056	\$656
NEW ORLEANS/SAN JOSE	MSY/SJO	AA	\$998	\$498
NEW ORLEANS/SEOUL	MSY/SEL	AA	\$922	\$688
NEW ORLEANS/STUTT GART	MSY/STR	AA	\$954	\$888
NEW ORLEANS/TAIPEI	MSY/TPE	AA	\$922	\$688
NEW ORLEANS/TOKYO	MSY/NRT	AA	\$738	\$550
NEW ORLEANS/TORONTO	MSY/YYZ	AA	\$800	\$600
NEW ORLEANS/VANCOUVER	MSY/YVR	AA	\$800	\$600
NEW ORLEANS/VIENNA	MSY/VIE	AA	\$1,376	\$1,176
NEW ORLEANS/WARSAW	MSY/WAW	UA	\$1,596	\$1,356
NEW ORLEANS/ZURICH	MSY/ZRH	AA	\$1,016	\$616
BATON ROUGE/AMSTERDAM	BTR/AMS	AA	\$1,216	\$976
BATON ROUGE/BERLIN	BTR/BER	AA	\$1,056	\$656
BATON ROUGE/BRUSSELS	BTR/BRU	AA	\$1,056	\$656
BATON ROUGE/BUDAPEST	BTR/BUD	AA	\$1,778	\$1,670
BATON ROUGE/CANCUN	BTR/CUN	AA	\$1,118	\$718
BATON ROUGE/COPENHAGEN	BTR/CPH	AA	\$2,560	\$1,518
BATON ROUGE/FRANKFURT	BTR/FRA	AA	\$1,056	\$656
BATON ROUGE/GENEVA	BTR/GVA	AA	\$1,056	\$656
BATON ROUGE/ISTANBUL	BTR/IST	AA	\$1,520	\$1,312
BATON ROUGE/JOHANESBURG	BTR/JNB	AA	\$4,796	\$3,596
BATON ROUGE/KINGSTON	BTR/YGK	AA	\$912	\$820
BATON ROUGE/LONDON	BTR/LON	AA	\$1,056	\$656
BATON ROUGE/MADRID	BTR/MAD	AA	\$1,056	\$656
BATON ROUGE/MEXICO CITY	BTR/MEX	AA	\$1,138	\$738
BATON ROUGE/MILAN	BTR/MIL	AA	\$1,056	\$656
BATON ROUGE/MONTEGO BAY	BTR/MBJ	AA	\$912	\$820
BATON ROUGE/MONTREAL	BTR/YUL	AA	\$890	\$690
BATON ROUGE/MUNICH	BTR/MUC	AA	\$1,056	\$656
BATON ROUGE/NICE	BTR/NCE	AA	\$1,056	\$656
BATON ROUGE/PARIS	BTR/CDG	AA	\$1,056	\$656
BATON ROUGE/PRAGUE	BTR/PRG	AA	\$1,616	\$1,416
BATON ROUGE/QUITO SUCRE	BTR/UIO	AA	\$1,398	\$698
BATON ROUGE/RIO DE JENIRO	BTR/GIG	AA	\$1,598	\$738
BATON ROUGE/ROME	BTR/FCO	AA	\$1,056	\$656
BATON ROUGE/SEOUL	BTR/SEL	AA	\$922	\$688
BATON ROUGE/STUTT GART	BTR/STR	AA	\$1,056	\$656
BATON ROUGE/TOKYO	BTR/NRT	AA	\$738	\$550
BATON ROUGE/TORONTO	BTR/YYZ	AA	\$890	\$690

STATE OF LOUISIANA CONTRACT AIRFARES

JULY 1, 2006 - JUNE 30, 2007

FY 2006 - 2007

CITY PAIRS	City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/VANCOUVER	BTR/YVR	AA	\$890	\$690
BATON ROUGE/VIENNA	BTR/VIE	AA	\$1,376	\$1,176
BATON ROUGE/WARSAW	BTR/WAW	AA	\$3,004	\$2,614
BATON ROUGE/ZURICH	BTR/ZRH	AA	\$1,056	\$656
SHREVEPORT/AMSTERDAM	SHV/AMS	AA	\$1,216	\$976
SHREVEPORT/BERLIN	SHV/BER	AA	\$1,056	\$656
SHREVEPORT/BRUSSELS	SHV/BRU	AA	\$1,056	\$656
SHREVEPORT/BUDAPEST	SHV/BUD	AA	\$1,778	\$1,670
SHREVEPORT/CANCUN	SHV/CUN	AA	\$1,118	\$718
SHREVEPORT/COPENHAGEN	SHV/CPH	AA	\$2,560	\$1,518
SHREVEPORT/FRANKFURT	SHV/FRA	AA	\$1,056	\$656
SHREVEPORT/GENEVA	SHV/GVA	AA	\$1,056	\$656
SHREVEPORT/ISTANBUL	SHV/IST	AA	\$1,520	\$1,312
SHREVEPORT/JOHANESBURG	SHV/JNB	AA	\$4,796	\$3,596
SHREVEPORT/KINGSTON	SHV/YGK	AA	\$880	\$792
SHREVEPORT/LONDON	SHV/LON	AA	\$1,056	\$656
SHREVEPORT/MADRID	SHV/MAD	AA	\$1,056	\$656
SHREVEPORT/MEXICO CITY	SHV/MEX	AA	\$1,138	\$738
SHREVEPORT/MILAN	SHV/MIL	AA	\$1,056	\$656
SHREVEPORT/MONTEGO BAY	SHV/MBJ	AA	\$982	\$884
SHREVEPORT/MONTREAL	SHV/YUL	AA	\$1,210	\$680
SHREVEPORT/MUNICH	SHV/MUC	AA	\$1,056	\$656
SHREVEPORT/NICE	SHV/NCE	AA	\$1,056	\$656
SHREVEPORT/PARIS	SHV/CDG	AA	\$1,056	\$656
SHREVEPORT/PRAGUE	SHV/PRG	AA	\$1,616	\$1,416
SHREVEPORT/QUITO SUCRE	SHV/UITO	AA	\$1,398	\$698
SHREVEPORT/RIO DE JENIRO	SHV/GIG	AA	\$1,598	\$738
SHREVEPORT/ROME	SHV/FCO	AA	\$1,056	\$656
SHREVEPORT/SEOUL	SHV/SEL	AA	\$922	\$688
SHREVEPORT/STUTT GART	SHV/STR	AA	\$1,056	\$656
SHREVEPORT/TAIPEE	SHV/TPE	AA	\$922	\$688
SHREVEPORT/TORONTO	SHV/YYZ	AA	\$880	\$680
SHREVEPORT/VANCOUVER	SHV/YVR	AA	\$880	\$680
SHREVEPORT/VIENNA	SHV/VIE	AA	\$1,376	\$1,176
SHREVEPORT/WARSAW	SHV/WAR	AA	\$3,004	\$2,614
SHREVEPORT/ZURICH	SHV/ZRH	AA	\$1,056	\$656

**IN-STATE HOTEL AND MOTEL
DIRECTORY 2006 - 2007**

ALEXANDRIA

Best Western Inn & Suites (318-445-5530) * (888-338-2008)	2720 MacArthur Drive
Continental Breakfast, High-Speed Internet Access	www.Bestwestern.com
Free Parking, Restaurant, All forms of payment	Single:\$60 Double:\$60
Comfort Inn Alexandria (318-484-9155) * (800-228-5150)	2001 N. Bolton Avenue
Continental Breakfast, High-Speed Internet Access	www.comfortinn.com
Airport Shuttle, Free Parking, All forms of payment	Single:\$60 Double:\$70
Holiday Inn Conv. Center (318-442-9000) * (888-667-8908)	701 Fourth Street
High-Speed Internet Access, Health Club, Business Center	www.holidayinn.com
Free Parking, Restaurant, All forms of payment.	Single:\$60 Double:\$70
La Quinta Inn & Suites (318-442-3700) * (800-531-5900)	6116 West Calhoun Drive
Continental Breakfast, High-Speed Internet Access	www.LQ.com
Free Parking, All forms of payment.	Single:\$60 Double:\$67
Super 8 Motel (318-445-6541)	700 Mac Arthur Drive
Continental Breakfast, High-Speed Internet Access	www.super8.com
Free Parking, All forms of payment.	Single:\$45 Double:\$50

BATON ROUGE

AmeriSuites (225-769-4400) * (800-833-1516)	6080 Bluebonnet Blvd.
Continental Breakfast, High-Speed Internet Access	www.amerisuites.com
Free Parking, All forms of payments	Single:\$70 Double:\$80
Comfort Suites-College Dr. (225-923-3377) * (800-424-6423)	3045 Valley Creek Road
Continental Breakfast, High-Speed Internet Access	www.comfortsuites.com
Free Parking, All Forms of payments	Single:\$70 Double:\$70
Cook Conference Ct. Hotel (225-383-2665) * (866-610-2665)	3848 W. Lakeshore Drive
Full Breakfast Buffet, High-Speed Internet Access	www.thecookhotel.com
Free Parking, All Forms of payments, Fitness Center	Single:\$70 Double:\$70
Hilton BR Capitol Center (225-344-5866) * (877-862-9800)	201 Lafayette Street
High-Speed Internet Access, Restaurant	www.hiltoncapitolcenter.com
Parking: \$10 per day, All forms of payments	Single:\$70 Double:\$80
Holiday Inn Select (225-925-2244)	4728 Constitution Avenue
High-Speed Internet Access, Restaurant	www.HISelect.com
Free Parking, All Forms of Payment, Fitness Center	Single:\$70 Double:\$80
La Quinta Inn - Univ.Area (225-924-9600) * (800-531-5900)	2333 S. Acadian Thruway
Continental Breakfast, High-Speed Internet Access	www.LQ.com
Free Parking, All forms of payment.	Single:\$70 Double:\$77
La Quinta Inn - Siegen Lane (225-291-6600) * (800-531-5900)	10555 Reiger Road
Continental Breakfast, High-Speed Internet Access	www.LQ.com
Free Parking, All forms of payment	Single:\$70 Double:\$77
Microtel Inn & Suites (225-927-9997)	10311 Plaza Americana Dr
Continental Breakfast, High-Speed Internet Access	www.Microtel.com
Free Parking, All forms of payment	Single:\$55 Double:\$65
Sleep Inn South (225-926-8488)	10332 Plaza Americana
Continental Breakfast, High-Speed Internet Access	www.SleepInn.com
Free Parking, All Forms of payment	Single:\$70 Double:\$70

BOSSIER CITY

Days Inn - Bossier (318-742-9200) * (800-673-2743)	200 John Wesley Blvd.
Continental Breakfast, High-Speed Internet Access	ww.DaysInnBossierCity.com
Free Parking, All forms of payment	Single:\$55 Double:\$61

Holiday Inn Bossier	(318-746-5050) * (800-Holiday)	2015 Old Minden Road
High-Speed Internet Access, Airport Shuttle		www.HIBossierCity.com
Free Parking, Restaurant, All forms of payment.		Single:\$65 Double:\$65
La Quinta Inn	(318-747-4400) * (800-531-5900)	309 Preston Blvd
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$65 Double:\$72
Microtel Inn & Suites	(318-742-7882)	2713 Village Lane
Continental Breakfast, High-Speed Internet Access		www.Microtel.com
Free Parking, All forms of payment		Single:\$65 Double:\$70
Quality Inn & Suites	(318-742-7890)	2717 Village Lane
Continental Breakfast, High-Speed Internet Access		www.QualitySuites.com
Free Parking, All forms of payment		Single:\$65 Double:\$70
Super 8	(318-747-7010)	3101 Hilton Drive
Continental Breakfast, High-Speed Internet Access		www.Super8.com
Free Parking, All forms of payment		Single:\$45 Double:\$50

BREAUX BRIDGE

Best Western	(337-332-1114)	2088-B Rees Street
Free Parking		www.BestWestern.com
All forms of payment		Single:\$60 Double:\$60

COVINGTON

La Quinta Inn & Suites	(985-871-0356) * (800-531-5900)	200 Nord Du Lac
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60

CROWLEY

La Quinta Inn	(337-783-6500) * (800-531-5900)	9565 Egan Highway
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60

DENHAM SPRINGS

Best Western Inn	(225-665-0222)	146 Rushing Road
Continental Breakfast, High-Speed Internet Access		www.bestwestern.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60

GONZALES

Holiday Inn	(225-647-8000)	1500 W. Highway 30
High-Speed Internet Access, Restaurant, Free Parking		www.HolidayInn.com
Visa, Master Card, American Express, Discover Card		Single:\$60 Double:\$60

GRETN

La Quinta Inn - West Bank	(504-368-5600) * (800-531-5900)	50 Terry Parkway
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$70 Double:\$70

HOUMA

Quality Hotel -Houma	(985-868-5851) * (800-4Choice)	210 S. Hollywood Road
High-Speed Internet Access, Restaurant		www.Qualityhotel.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60

Ramada Inn	(985-879-4871) * (800-272-6232)	1400 West Tunnel Blvd.
High-Speed Internet Access, Restaurant, Free Parking		www.HolidayInn.com
Free Parking, All forms of payment		Single:\$60 Double:\$65

KENNER

Hilton - New Orleans Airport	(504-469-5000)* (800-Hiltons)	901 Airline Drive
Restaurant, Free Parking		www.hilton.com
All forms of payment.		Single:\$70 Double:\$90

La Quinta Inn - Airport	(504-466-1401) * (800-531-5900)	2610 Williams Blvd.
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$70 Double:\$77
Motel 6	(504-466-9666) * (800-466-8356)	2830 Loyola Drive
Free Parking		www.Motel6.com
All forms of payment		Single:\$67 Double:\$67

LAFAYETTE

America's Best Suites	(337-235-1367)	125 E. Kaliste Saloom Rd.
Full Breakfast Buffet, High-Speed Internet Access		www.americabestsuites.com
Free Parking, All forms of payment		Single:\$60 Double:\$60
Comfort Inn - Lafayette	(337-232-9000) * (800-800-8752)	1421 SE Evangeline Thwy
Continental Breakfast, High-Speed Internet Access		www.comfortinn.com
Free Parking, Restaurant, All forms of payment, Airport Shuttle		Single:\$60 Double:\$60
Days Inn	(337-237-8880)	1620 N. University Ave.
Continental Breakfast, High-Speed Internet Access		www.daysinnlafayette.com
Restaurant, All forms of payment		Single:\$55 Double:\$55
Hilton Lafayette	(337-235-6111) * (800-445-8667)	1521 W. Pinhook Road
Airport Transfers, Restaurant, Fitness Center		www.hilton.com
Free Parking, All forms of payment.		Single:\$60
La Quinta Inn - North	(337-233-5610) * (800-531-5900)	2100 NE Evangeline Thwy
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60
La Quinta Inn & Suites	(337-291-1088) * (800-531-5900)	1015 West Pinhook Road
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60
Travelodge	(337-234-7402) * (800-578-7878)	1101 W. Pinhook Road
Continental Breakfast, High-Speed Internet Access		www.travelodge.com
Free Parking, All forms of payment.		Single:\$60 Double:\$60

LAKE CHARLES

La Quinta Inn	(337-436-5998) * (800-531-5900)	1320 MLK Highway 171 N
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$70 Double:\$70

LA PLACE

Best Western Airport Inn	(985-651-4000)	4289 Main Street
Continental Breakfast, High-Speed Internet Access		www.cajunlodging.net
Free Parking All forms of payment		Single:\$60 Double:\$70

METAIRIE

Four Points by Sheraton	(504-648-2922) * (888-627-9017)	6401 Veterans Memorial
Restaurant, High-Speed Internet Access		www.fourpoints.com
Free Parking, All forms of payment.		Single:\$69 Double:\$69
La Quinta Inn - Veterans	(504-456-0003) * (800-531-5900)	5900 Veterans Blvd.
Continental Breakfast, High-Speed Internet Access		www.LQ.com
Free Parking, All forms of payment.		Single:\$70 Double:\$77
La Quinta Inn - Causeway	(504-835-8511) * (800-531-5900)	3100 I-10 Service Road
Continental Breakfast, High-Speed Internet Access		www.LaQuinta.com
Free Parking, All forms of payment.		Single:\$70 Double:\$77
New Orleans Lakeside Hotel	(504-836-5253)	3838 N. Causeway Blvd.
High-Speed Internet Access, Airport Shuttle		www.NewOrleansLakesideHotel.com
Parking \$6.00 per day, Restaurant, All forms of payment		Single:\$70

Shoney's WN	(504-456-9081)	2421 Clearview Pkwy
Continental Breakfast, High-Speed Internet Access		www.Shoneys.com
Free Parking, All Form of Payment		Single:\$65 Double:\$65

MONROE

Atrium Hotel & Conf.Center (318-410-4000) * (800-428-7486)	2001 Louisville Avenue
Continental Breakfast, High-Speed Internet Access	www.AtriumHotel.com
Free Parking, Restaurant, All forms of payment.	Single:\$60 Double:\$70

Best Western Airport Inn (318-345-4000)	1475 Garrett Road
Continental Breakfast, High-Speed Internet Access	www.bestwestern.com
All forms of payment.	Single:\$55 Double:\$55

Best Western Airport Inn (318-345-4000)	1475 Garrett Road
Continental Breakfast, High-Speed Internet Access	www.bestwestern.com
All forms of payment plus Direct Billing	Single:\$55 Double:\$55

Hampton Inn (318-361-9944)	1407 MLK Jr. Drive
Continental Breakfast, High-Speed Internet Access	www.hamptoninn.com
Free Parking, All forms of payment.	Single:\$60 Double:\$67

Days Inn (318-345-2220) * (800-329-7466)	5650 Frontage Road
Continental Breakfast, High-Speed Internet Access	www.daysinn.com
Free Parking, All forms of payment	Single:\$45 Double:\$55

Holiday Inn Hotel & Suites (318-387-5100)	1051 US Highway 165
Restaurant, High-Speed Internet Access	www.holidayinn.com
Free Parking, All forms of payment.	Single:\$60 Double:\$60

La Quinta Inn (318-322-3900) * (800-531-5900)	1035 US 165 Bypass South
Continental Breakfast, High-Speed Internet Access	www.LQ.com
Free Parking, All forms of payment.	Single:\$60 Double:\$67

MORGAN CITY

Holiday Inn (985-385-2200) * (800-Holiday)	520 Roderick Street
Restaurant, High-Speed Internet Access	www.Holidayinn.com
Free Parking, Restaurant, All forms of payment.	Single:\$60 Double:\$70

NATCHITOCHES

Riverview Inn (318-357-0423) * (800-960-2267)	1316 Washington Street
Continental Breakfast, Free Parking, All forms of payments	Single:\$50 Double:\$60

Super 8 Motel (318-352-1700) * (800-800-8000)	5821 Hwy 1 By Pass
Continental Breakfast, High-Speed Internet Access	www.Super8.com
Free Parking, All forms of payment	Single:\$55 Double:\$60

NEW ORLEANS

1986 O'Malley House B&B (504-488-5896) * (866-226-1896)	120 S. Pierce Street
Continental Breakfast, High-Speed Internet Access	www.1896omalleyhouse.com
Free Parking, All forms of payment.	Single:\$99 Double:\$99

Andrew Jackson (504-561-5881)	919 Royal Street
Continental Breakfast, High-Speed Internet Access	www.frenchquarterinns.com
Free Parking, All forms of payment	Single:\$100 Double:\$100

Avenue Garden Hotel (504-521-8000)	1509 St. Charles Avenue
High-Speed Internet Access	www.AvenueGarden.com
Parking: \$18 per day, All forms of payment	Single:\$79 Double:\$89

Dauphine Orleans Hotel (504-586-1800) * (800)521-7111)	415 Dauphine Street
Continental Breakfast, High-Speed Internet Access	www.dauphineorleans.com
Parking:\$18 per day, All forms of payment.	Single:\$100 Double:\$120

Days Inn (504-586-0110) * (800)days inn)	1630 Canal Street
Continental Breakfast, High-Speed Internet Access	www.daysinn.com
Parking: \$14 per day, Visa, Master Card	Single:\$75 Double:\$85

Drury Inn & Suites (504-529-7800) * (800)Drury inn)	820 Poydras Street
Full Breakfast, High-Speed Internet Access	www.druryhotels.com
<u>Parking:\$15 per day, All forms of payment</u>	Single:\$100 Double:\$100
Five (5) Continents B&B (504-324-8594) * (800-997-4652)	1731 Esplanade Avenue
Continental Breakfast, High Speed Internet Access	www.fivecontinentsbnb.com
<u>Free Parking, All forms of payment.</u>	Single:\$100 Double:\$100
French Quarter Suites Hotel (504-524-7725) * (800-457-2253)	1119 N. Rampart Street
Continental Breakfast	www.frenchquartersuites.com
<u>Parking: \$18 per day, All forms of payment.</u>	Single:\$100 Double:\$100
Green House Inn (504-525-1333) * (800-966-1303)	1212 Magazine Street
Continental, Breakfast, High-Speed Internet Access	www.thegreenhouseinn.com
<u>Free Parking, All forms of payment.</u>	Single:\$99 Double:\$99
Hampton Inn Downtown (504-529-9990) * (800-292-0653)	226 Carondelet Street
Full Breakfast, High-Speed Internet Access	www.NewOrleansHamptonInns.com
<u>Parking:\$26 per day, All forms of payment.</u>	Single:\$100 Double:\$100
Hampton Inn & Suites (504-566-9990) * (800-311-1200)	1201 Convention Center
Continental Breakfast, High-Speed Internet Access	www.NewOrleansHamptonInns.com
<u>Parking:\$26 per day, All forms of payment.</u>	Single:\$100 Double:\$100
Holiday Inn Superdome (504-581-1600) * (800-535-7830)	330 Loyola Avenue
High-Speed Internet Access, Coffee & Beignets	www.hi-neworleans.com
<u>Parking \$15.00 per day, All forms of payment.</u>	Single:\$100 Double:\$100
Hotel Provincial (504-581-4995) * (800-535-7922)	1024 Rue Chartres
2 Restaurants, All forms of payments	www.hotelprovincial.com
<u>Parking:\$18 per day</u>	Single:\$89 Double:\$89
Inn On Bourbon Ramada (800-535-7830)	541 Bourbon Street
Restaurant (Breakfast Only), High-Speed Internet Access	www.innonbourbon.com
<u>Parking \$20.00 per day, All forms of payment.</u>	Single:\$100 Double:\$100
InterContinental N.O. (504-525-5566) * (800-445-6563)	444 St. Charles Street
Restaurant	www.new-orleans.intercontinental.com
<u>Parking:\$29 per day, All forms of payment.</u>	Single:\$100 Double:\$100
La Quinta Inn & Suites (504-598-9977) * (800-531-5900)	301 Camp Street
Continental Breakfast, High-Speed Internet Access	www.LQ.com
<u>Parking:\$22 per day, All forms of payment.</u>	Single:\$95 Double:\$102
Le Pavillon Hotel (504-581-3111) * (800-535-9095)	833 Poydras Street
High-Speed Internet Access, Restaurant	www.LePavillon.com
<u>Free Parking, All forms of payment</u>	Single:\$100 Double:\$120
Ponchartrain Hotel (504-524-0581) * (800-777-6193)	2031 St. Charles Avenue
High-Speed Internet Access	www.ponchartrainhotel.com
<u>All forms of payment.</u>	Single:\$100 Double:\$100
Renaissance Arts Hotel (504-613-2330) * (800-hotels-1)	700 Tchoupitoulas Street
Continental Breakfast, High-Speed Internet Access	www.theRenaissancehotel.com
<u>Parking:\$28 per day, Restaurant, All forms of payment</u>	Single:\$100 Double:\$100
Renaissance Pere Marquette (504-525-1111)	817 Common Street
Continental Breakfast, High-Speed Internet Access	www.Renaissancehotels.com
<u>Parking: \$28 per day, Restaurant, All forms of payment.</u>	Single:\$100 Double:\$100
St. Pierre Hotel (504-524-4401) * (800-225-4040)	911 Burgundy Street
Continental Breakfast, High-Speed Internet Access	www.frenchquarterinns.com
<u>Limited Parking, All forms of payment.</u>	Single:\$100 Double:\$100
Terrell House (504-247-0560) * (866-261-9687)	1441 Magazine Street
Full Breakfast, High-Speed Internet Access	www.terrellhouse.com
<u>On Street Parking, All forms of payment</u>	Single:\$100 Double:\$100

Whitney a Wyndham Hotel (504-581-4222) * (800-wyndham)	610 Poydras Street
Restaurant, High-Speed Internet Access	www.wyndhamwhitney.com
<u>Parking:\$25 per day, All forms of payment</u>	<u>Single:\$100 Double:\$110</u>
Homewood Suites by Hilton (504-581-5599)	901 Poydras Street
Full Breakfast, High-Speed Internet Access	www.homewoodsuitesneworleans.com
<u>Parking:\$15 & \$25, All forms of payment</u>	<u>Single:\$100 Double:\$130</u>

NEW IBERIA

Best Western Inn & Suites (337-364-3030) * (800-840-7147)	2714 Highway 4
Continental Breakfast, High-Speed Internet Access	www.BestWestern.com
<u>Restaurant, Free Parking, All forms of payment</u>	<u>Single:\$60 Double:\$60</u>
Days Inn & Suites (337-560-9500)	611 Queen City Drive
Continental Breakfast, High-Speed Internet Access	www.DaysInn.com
<u>Free Parking, All forms of payment</u>	<u>Single:\$65 Double:\$65</u>

PINEVILLE

Days Inn (318-640-5818) * (800-329-7466)	11 Lords of Lords Avenue
Continental Breakfast, High-Speed Internet Access	www.DaysInn.com
<u>Free Parking, All forms of payment</u>	<u>Single:\$59 Double:\$59</u>

PORT ALLEN

Audubon Inn (225-383-7188)	722 Lobdell Highway
<u>Free Parking, All forms of payment.</u>	<u>Single:\$50 Double:\$55</u>
Super 8 Motel (225-381-9134)	821 Lobdell Highway
Continental Breakfast	www.super8motel.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$50 Double:\$55</u>

RACELAND

A Chateau on the Bayou (985-537-6773)	3158 Highway 308
Continental Breakfast, High-Speed Internet Access	www.achateauonthebayou.com
<u>Free Parking, Laundry facilities, All forms of payment.</u>	<u>Single:\$55 Double:\$70</u>

SHREVEPORT

Clarion Hotel (318-797-9900) * (800-321-4182)	1419 East 70 th Street
Continental Breakfast, High-Speed Internet Access	www.Choicehotels.com
<u>Free Parking, Restaurant, All forms of payment.</u>	<u>Single:\$65 Double:\$65</u>
Days Inn (318-636-0080) * (800-673-2743)	4935 W. Monkhouse Dr.
Continental Breakfast, High-Speed Internet Access	www.DaysInnShreveport.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$50 Double:\$56</u>
Holiday Inn (318-688-3000)	5555 Financial Plaza
High-Speed Internet Access, Restaurant	www.HolidayInn.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$65 Double:\$65</u>
Holiday Inn Express (318-631-2000) * (800-465-4329)	5105 Westwood Park Dr.
Continental Breakfast, High-Speed Internet Access	www.HIExshreveport.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$64 Double:\$64</u>
La Quinta Inn & Suites (318-671-1100) * (800-531-5900)	6700 Financial Circle
Continental Breakfast, High-Speed Internet Access	www.LQ.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$65 Double:\$72</u>

SLIDELL

La Quinta Inn & Suites (985-643-9770) * (800-531-5900)	794 East I-10 Service Rd.
Continental Breakfast, High-Speed Internet Access	www.LQ.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$60 Double:\$67</u>

SPRINGHILL

Holiday Inn Downtown (318-222-7717) * (877-795-6672)	5555 Financial Plaza
High-Speed Internet Access, Restaurant	www.HolidayInn.com
<u>Free Parking, All forms of payment.</u>	<u>Single:\$65 Double:\$65</u>

SULPHUR

La Quinta Inn & Suites	(337-527-8303) * (800-531-5900)	2600 Ruth Street
Continental Breakfast, High-Speed Internet Access		www.LQ.com
<u>Free Parking, All forms of payment.</u>		Single:\$70 Double:\$77

WEST MONROE

Best Western	(318-322-9922)	405 Thomas Road
Continental Breakfast, High-Speed Internet Access		www.BestWestern.com
<u>Free Parking, All forms of payment.</u>		Single:\$60 Double:\$60
Fairfield Inn by Marriott	(318-388-3810) * (800-228-2800)	401 Constitution Road
Continental Breakfast, High-Speed Internet Access		www.marriott.com
<u>Free Parking, Visa Card issued by the state only</u>		Single:\$60 Double:\$60
Jameson Inn	(318-361-0750) * (800-526-3766)	213 Constitution Drive
Continental Breakfast, High-Speed Internet Access		www.JamesonInn.com
<u>Free Parking, All forms of payment.</u>		Single:\$60 Double:\$60
Shoney's In n	(318-325-5780) * (800-552-4667)	310 Thomas Road
Continental Breakfast, High-Speed Internet Access		www.ShoneysInn.com
<u>Free Parking, All forms of payment.</u>		Single:\$45 Double:\$55

WINNSBORO

Best Western	(318-435-2000) * (800-528-1234)	4198 Front Street
Continental Breakfast, High-Speed Internet Access		www.BestWestern.com
<u>Free Parking, Restaurant, All forms of payment.</u>		Single:\$50 Double:\$60

USE THESE TIPS WHEN MAKING HOTEL RESERVATIONS AND CHECKING INTO HOTELS:

1. When making reservations at a hotel please ask for a State Government Rate.
2. Don't forget to bring a tax exempt form to avoid paying sales tax. You should present this form to the hotel upon arrival.
3. Make sure that you know the hotel's cancellation policy. (If you do not cancel a reservation you may be charged the first night's stay).
4. Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.
5. Guaranteed reservations with a credit card means that the hotel will hold the room until you arrive, no matter what time. It also means that if you don't cancel according to the hotel's policy, you will be charged for one night's stay .
6. The minimum time allowed for cancellation is shown on your itinerary, the time marked is the time at the hotel's city not yours.
7. Confirmation numbers are proof of reservation. Provide this number to the front desk clerk and demand to be accommodated if there is any problem with your reservation.
8. Please review and initial your room rate prior to your check in.

Bank of America 24 hour Customer Service, Disputes, Lost or Stolen Cards:
800-300-3084 or 888-449-2273
OR the toll-free number on the back of the card

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